

# Request for Proposal (RFP)

## Ticket Management Platform Morgan County Fair

### 1. OVERVIEW

The Morgan County Fair is seeking proposals for a ticket management and sales platform to replace the Jubilee system.

- Annual ticket revenue: \$95,000
- Primary use: RMPRA rodeo ticket sales (two rodeos)  
Secondary use: Fair attraction and wristband sales  
Additional use: Contest participants registration and vendor registration sales

### 2. TICKETING NEEDS

The platform must support:

#### Rodeo Tickets

- Online and on-site cash sales
- Multiple ticket type options
- QR tickets and multiple ticket scanning doors at entry
- Interactive seat map with easy navigation
- Promo codes for sponsors
- Ability to collect demographic data of ticket buyers (*preferred but not required*)

#### Attraction Tickets & Wristbands

- Tickets and/or wristbands for attractions and rides (single day and multi-day)
- On-site sales and redemption tracking

#### Activities, Contests, & Tournaments

- Participant registration

### 3. REQUIRED FEATURES

- Online ticket sales (mobile-friendly)
- On-site box office sales
- Mobile scanning (with offline capability preferred)
- Real-time sales and revenue reporting
- Credit/debit card and mobile payments (Venmo, Apple Pay, Google Pay, etc.)
- easy and fast ticket scanning for volunteer use
- Event-day customer support

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- Revenue tracking by event, day, ticket type, and/or attraction
- Exportable reports (CSV, Excel, PDF)

### 4. IMPLEMENTATION

Vendors should describe:

- Setup and onboarding process
- Implementation timeline
- Training for staff and volunteers
- Event-day support

### 5. PRICING

Proposals must clearly outline:

- Ticketing and processing fees
- Any setup or monthly fees
- Hardware costs (if applicable)

### 6. SUBMISSION

- **Submission Deadline:** February 11<sup>th</sup>, 2026 5pm MST
- **Place of Submission:**
  - **Hard Copies:** Morgan County Manager, 48 W Young Street – Box 886, Morgan, UT 84050.
  - **Email:** [kbecker@morgancountyutah.gov](mailto:kbecker@morgancountyutah.gov)

### 7. INCOMPLETE or LATE PROPOSALS

Proposals that are determined to be incomplete, or that are turned in after the deadline may be rejected.

### 8. DISCLAIMER

The County reserves the right to reject any and all proposals or re-bid the project. The County also reserves the right to waive any or all informalities in proposals. Morgan County reserves the right to negotiate a final term with the successful proponent.